

Scrum's Five Activities

Sprint Planning

When: beginning of the Sprint

Who: The Team (PO, Developers, Scrum Master)

Three questions:

- Why is this Sprint valuable?
- What will The Team build?
- How will this work get done?

How:

- Chunks of a day or less (log-normal guesses)
- Iterative, Incremental work
- "Customer Collaboration over contract negotiation"

Time boxed: 8h for 4w sprints, 4h for 2w sprints

Inputs:

- Product Backlog
- Latest Increment
- Projected capacity, past performance of The Team

Outputs:

- Sprint Goal
- Sprint Backlog

Three C's: Card, Conversation, Confirmation

Daily Scrum

When and Where: Same time, same place, daily

Who: The Team (PO, Developers, Scrum Master)

Commonly answers:

1. What did you **complete** yesterday?
2. What will you **complete** today?
3. Is anything blocking you or The Team?

For The Team, by The Team

Time-boxed: 15 minutes max; be brief; take it offline

Speak clearly

No side conversations

No socializing

Sprint Review

Who: The Team (PO, Developers, Scrum Master) and stakeholders

Elements:

- Inspect the Increment
- Collaborate on what to do next
- Working session, not merely a presentation

Time boxed: 4h for 4w sprints

"Inspect and adapt"

Sprint Retrospective

When: End of every Sprint

Who: The Team (PO, Developers, Scrum Master)

Time boxed: 3h for 4w sprints

Feedback loops:

- What went well? What could have been better?

Create an ordered list of the good and bad

Create a plan for improving

Consider: improvement Kata

Sprint

Self-organize to incrementally and iteratively build an Increment

Make trade-offs with the PO

Focus on creating a valuable Increment

Done, by The Team's shared definition of Done

Consider: Pareto optimizations

Iron triangle: Schedule, Cost, Scope

- Fixed schedule (sprint length)
- Fixed cost (team burn rate)
- Vary the scope to fit

Three amigos collaborate daily